



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Interpersonal communication [N1TCh2>KI]

### Course

Field of study

Chemical Technology

Year/Semester

1/1

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

elective

### Number of hours

Lecture

20

Laboratory classes

0

Other

0

Tutorials

0

Projects/seminars

0

### Number of credit points

2,00

### Coordinators

dr Agata Branowska

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### Lecturers

### Prerequisites

not available

### Course objective

The aim of the course is to familiarise students with the basic concepts and issues concerning interpersonal communication processes occurring in everyday professional, private and social life. The aim of the course is to learn about barriers affecting the effectiveness of communication and tools for overcoming them, as well as factors determining the effectiveness of communication.

### Course-related learning outcomes

Knowledge:

The student knows basic issues of interpersonal communication.

Student knows basic issues of verbal and non-verbal communication in public speaking.

Skills:

The student is able to work individually and in a team; he/she is able to estimate the time necessary for the completion of a given task; he/she is able to prepare and carry out a work schedule, which

guarantees meeting the deadlines.

The student is able to analyse the communication process and recognise communication mistakes.

The student is able to listen actively.

The student is able to prepare a public speech.

Social competences:

The student is able to cooperate in a group.

The student is able to prepare and communicate opinions in an understandable way.

## Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

ormative assessment: activity during lectures - during lectures the student performing tasks may receive points that are added to the points received during the colloquium.

Summative evaluation: learning outcomes are tested by means of a credit test consisting of open and closed questions.

Assessment criteria:

< 50% nd,

≤ 50%; 60% ) dst,

< 60%; 70%) dst plus,

<70%, 85%) db,

<85%, 91) db plus,

<91%, 100%> bdb.

## Programme content

Issue related to interpersonal communication.

## Course topics

LECTURES:

Introduction to interpersonal communication. Importance of communication in everyday and professional life. Model of the communication process. Identification of mistakes and barriers in communication. Techniques of active listening. Methods of improving active listening skills. Job interview. Scheme of recruitment activities. Modern methods of selecting candidates for the organisation. Multi-level matching technique. Analysis of the most common questions that arise during job interviews.

Feedback. Construction and elements of feedback. FUKO, UFKO, FEEDFORWARD models of feedback. Receiving feedback. Feedback management conversations - appraisal conversations.

Persuasive communication. Characteristics of Robert Cialdini's rules of social influence. Examples of the use of rules in social life, professional life, commerce, advertising. Principles of ethical exertion of influence and persuasion. Manipulation. Differences between persuasion and manipulation.

Manipulative tactics. Methods of countering manipulation.

Transactional analysis. Recognition of the most common psychological games in organisations and in private life. Overt and covert transactions. The drama triangle. Ways to turn games into effective communication. Ways of interrupting games.

## Teaching methods

Lecture:

Giving: informative lecture, problem lecture, lecture, conversational lecture.

Exploratory: case study, brainstorming, discussion.

Expository: demonstration (film/presentation).

In special cases, the online form of the lecture is allowed.

## Bibliography

Basic:

1. Gronbeck B., German K., Ehninger D., *Zasady komunikacji werbalnej*, Poznań, 2001.
2. Nęcki Z., *Komunikacja interpersonalna*, Wrocław, 2002.
3. Stewart J., *Podręcznik komunikacji interpersonalnej*, Warszawa, 2003.

4. Morreale S.P. , Spitzberg B.H. , BargeJ.K., Komunikacja między ludźmi, Warszawa, 2007.

Additional:

1. Jabłonowska, L., Wachowiak, P., Winch, S., Prezentacja profesjonalna. Teoria i praktyka, Difin, Warszawa, 2008.

#### Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,00
Classes requiring direct contact with the teacher	20	1,00
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	30	1,00